

John Smith

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Summary

Exceptionally detailed Junior Business Analyst with more than three years experience administering and monitoring financial processes of a variety of companies. Adept at providing financial projections and making recommendations based on an ongoing analysis of company resources.

EDUCATION

University of Georgia

MS Data Analysis, BS, Finance, minor, Economics- GPA: 3.69

Aug '98 – May '14

EXPERIENCE

Bank of America, Junior Business Analyst

Atlanta, GA

June '15 - Present

- Research, analyze, and reconcile variance data between Operational Risk Center and the General Ledger.
- Analyze and evaluate financial instruments, incl., interest rate derivatives, fixed income, and various structured products for BoA's net or negative exposure linked to its products.
- Provide support and oversight in establishing remediation plans to resolve gaps in operational risk management practices at assigned business units and/or corporate functions.
- Assist in preparation of monthly and quarterly budget, forecasting expenses and losses related to loss events in the future for corporate finance, consumer lending, and other business units.
- Draft business requirement documents (BRD) and functional specification documents (FSD) for the monthly loss event result process with the technical team and business unit stakeholders.

Coca-Cola, Business Data Analyst Intern

Atlanta, GA

Oct '14 – May '15

- Document project risks, lessons learned, and knowledge base articles to increase future project execution efficiencies.
- Gather requirements from project stakeholders to develop efficient workflow by establishing realistic milestones and prepare detailed project plans in MS Project.
- Manage/deliver two system enhancement projects within budget and hit 100% of milestones.
- Host stakeholder meetings from development of initial project charters through project planning, execution, and monitoring phases.
- Assist Executive Director PMO with portfolio management, performing valuations, payback periods and ROIs.

ARGO, Business Analyst Intern

Atlanta, GA

May '14 - Sept '14

- Organize feedback from customers to enhance ARGO's CRM software.
- Compile balance sheets of 5 products in MS Excel to calculate the net profit generated by each product.
- With production team, improve production techniques to increase manufacturing efficiency.
- Manage/deliver two system enhancement projects within budget and hit 100% of milestones.
- Built database for inventory management resulting in an 8 minute reduced response time.

SKILLS

Tableau, R, STATA, Microsoft Office, Python, CRM, Project Leadership, Event Management, Administrative Tasks, team player.

Fields of Interest

Financial Markets, Data Analysis, Financial Analysis